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November 20, 2015

Ref: Pay Admin

**To:** All Department Heads and Payroll Personnel  
**From:** Martin Matson, Comptroller *mm*  
**Re:** Special Payroll Processing For Injury Pay Activity  
Covering Pay Period 26, 2015 and Pay Period 1, 2016

This is a reminder that the above payroll activity requires special handling on payroll input documents:

#### **2016 Current Injury Pay**

**Pay Period 01, 2016 through PP26, 2016** - Record eligible hours on the time card or on-line time entry as **current** year activity using Earn Code 688 or 844, as necessary.

#### **Prior Year Injury Pay Adjustments**

**Pay Period 01, 2016** - Use **Prior Year Injury** Earn codes (869/769/689) for all adjustments relating to prior year activity, those dated prior to December 20, 2015 (Pay Period 26). Earn Codes 869, 769 or 689 are the only codes that should be used.

Any injury pay adjustments starting with the date December 20, 2015 and forward are **current** year activity and should use earn codes 688 or 844.

In any instance, if you are not sure of what steps or codes to use, please contact Sue Prothero (2310) in Payroll Administration **before** making a costly mistake affecting an employee's payroll check.

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